

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duty of which is managing one or more police department services or divisions. Police Captains participate in the preparation of the departmental budget; prepare and maintain departmental records and reports required to document department activity; perform public relations functions; and assist in managing the care, maintenance, and use of department equipment, vehicles, and property. Police Captains assist and advise subordinates in complex phases of the law enforcement operations of the department. Duties of this class are performed with little supervision with work reviewed by the supervisor only. This class ranks directly below the Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assumes command of departmental operations in the absence of a superior officer. Manages, organizes, inspects, and evaluates the operations of an assigned division or service. Conducts research and participates in conferences, conventions, and other educational meetings in order to keep informed on modern law enforcement methods, make management decisions, and recommend changes in operational procedures or policies. Reviews incoming communications and routes work to the appropriate person or location. Monitors any local conditions which may create situations the department may be called upon to handle. Investigates accidents involving department equipment or personnel and assists in developing and implementing a safety program. Participates in developing an internal affairs review process for the department. Participates in a personnel recruitment and selection program by performing background investigations on candidates.

Manages law enforcement functions of the department, including patrol, traffic control and accident investigation, criminal investigation, special operations, juvenile operations, and jail operations.

Supervises subordinate police department employees. Holds meetings to receive reports and disseminate information. Outlines responsibilities and duties for subordinates, including task priorities and long term goals. Inspects the appearance of

assigned personnel and equipment. Assigns work schedules and approves leave. Evaluates work performance of subordinates and writes evaluation reports. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline.

Promotes a positive public image of the work of the department in the daily performance of duties by interacting with community members. Coordinates the work of the department with related agencies, releasing information and giving assistance when needed. Serves as an official department representative to the news media and at any meetings assigned.

Determines target areas for a crime prevention or community relations program by analyzing local crime problems, using department records or information gathering devices such as polls and surveys to identify these problems. Assists in the production of instructional materials to be used in these programs.

Assists in gathering information for and preparing the departmental operating budget. Participates in administering grant-funded projects, ensuring that grant provisions are met and that funds are used as specified in the proposal.

Assists in the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Completes records and writes reports required to document the activity of the department, including log sheets, suspect files, and incident reports. Writes letters in answer to written or oral requests or as needed to handle problems of the police service.

Participates in the general care, maintenance, and use of departmental equipment, vehicles, stations, and grounds. Locates cost estimates of outside services for the repair and maintenance of department facilities, property, or equipment, and inspects equipment or property after repairs to see that repairs were properly accomplished.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire & Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana and must pass a civil service examination for that position.

Must have a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized Doctor authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodations.

Must be a regular and permanent employee in the class of Police Lieutenant with the City of Zachary Police Department with at least two (2) years in that class immediately preceding the closing date for application to the board.